

The mission of the Minnesota Women of Today is to help women improve their own lives and the lives of the communities around them. The organization shall be a place in which young women are actively encouraged to become involved and hold positions of leadership.

Minnesota Women of Today

Chapter Service Center
763-421-4718
csc@mnwt.org
www.mnwt.org



MEETINGS

LOCAL CHAPTER MEETINGS are held once each month for all members and chapter officers. Local board meetings are held prior to the membership meeting to discuss upcoming items. Meetings are open to any interested member.

DISTRICT MEETINGS are held approximately three weeks prior to each state meeting. Districts are set up geographically and consist of five to ten chapters. Purposes of district meetings are as follows:

- Summer - orientations
- Fall - district and state activities
- Winter - district and state activities
- Spring - election of district director, year-end awards

District board meetings are held prior to regular district meetings and are attended by presidents, state delegates, district officers and district program managers.

AREA MEETING is held once each year. The purpose of each spring meeting is to meet with the state president and to hear the candidates for state president and treasurer.

STATE CONVENTIONS are held four times each year. The purposes of the state meetings are as follows:

- Summer Awards - orientation, national awards, project fair
- Fall State - special training, enrichment sessions
- Winter State - Outstanding Young Adult, Outstanding Young Women, Outstanding Women in Government awards
- Annual Convention - spring convention with election and installation of new state president and staff; year-end awards

Each state convention begins with an Executive Council meeting. Forums/training sessions for programming areas, awards ceremonies and social times are held in addition to the state business meeting.



To contribute to their communities by raising funds for worthy causes and by providing services or education to benefit community members.

We, the Women of Today, are Service, Growth, and Fellowship.



To develop and to foster skills and talents related to becoming successful individuals, interacting well with other people and becoming capable leaders.

We believe that through us, great lessons can be learned, worthy deeds performed and a hand of fellowship extended to millions of women everywhere.



To develop friendships and to find personal support within the organization.

May we leave the world a better place because we lived and served within it.



STATE PROGRAMMING AREAS

Each programming area should be considered a resource area. The state program manager in charge of each area will communicate with local chapters and district program managers through the Chapter Information Packets (CIPs) and will promote the area by encouraging chapter participation in a variety of projects. It is ultimately up to each local chapter to determine which areas it chooses to promote.

EXTERNAL programming areas are projects or events run for the benefit of the local community or a state-endorsed foundation. Examples of programming areas are:

- **Civic Awareness** promotes awareness and involvement in the government process along with civic issues.
- **Kidney Disease (KD)** educates and raises funds for the prevention and cure of kidney disease.
- **March of Dimes** educates and raises funds for the prevention of birth defects.
- **People with Developmental Challenges (PDC)** aids and educates the public, as well as raises funds and provide advocacy for individuals with developmental challenges.
- **Priority Project** educates and raises funds to aid a program chosen for a three-year period.
- **Youth and Community Involvement** recognizes the youth in our communities and related projects; sponsors any and all general community service activities.

INTERNAL programming areas are primarily for the benefit and service of our members.

- **Chaplain/Family Involvement** furnishes nondenominational spiritual leadership and promotes programs for the improvement of family life.
- **Focus on Women** assists women in awareness and coping with the changing roles of women; deals with contemporary issues facing women.
- **NEWSLET** is the official newspaper of the Minnesota Women of Today, and is distributed to all members of the organization.
- **Personal Enrichment** programs and courses are designed to “build a better you” through personal growth topics. Effective speaking and writing activities are promoted.
- **Public Relations** promotes the Women of Today in each community and throughout the state.
- **Records Are Valuable and Educational (RAVE)** encourages good record-keeping for chapter projects; also recognizes outstanding individuals and projects.
- **Success Through Enthusiastic Participation (STEP)** is a tri-level recognition program to serve as an incentive for individuals to become, and remain, active members.
- **Ways and Means** runs projects with the intent to raise funds for the state’s and/or chapter’s internal operating expenses.

DEFINITIONS

Active Member – a member whose dues have been paid, attends meetings regularly, and works on projects.

Board of Directors – consists of president, vice president(s), secretary, treasurer, state delegate, chairman of the board (past president), and any elected directors.

By-Laws – articles of law governing the entire operation of the state, district organization or the local chapter.

Chapter Attendance Award – traveling trophy to the chapter having the highest percentage of members present at a state business meeting.

Chapter Information Packet (CIP) – information on all state programming areas, officer information and other items of interest distributed to chapters at state meetings.

Chapter Mailing – a mailing that goes to all chapter presidents and state Executive Council members from the state secretary; consists of minutes from state meetings, staff reports, programming highlights and reminders/announcements.

Chapter Mile Award – traveling trophy to the chapter having the highest percentage of members traveling the greatest number of miles to a state business meeting.

Chapter Service Center – headquarters of the Minnesota Women of Today; It is staffed by an Executive Director, who is a resource person for chapters and individuals.

District Director – presides at all district meetings and serves on the state Executive Council as a voting representative.

Executive Council – state governing body consisting of state staff officers, district directors and state program managers.

Extension – the formation of a new Women of Today chapter.

Forum – training or informative session held on various subjects.

Local Officer Training Session (LOTS) – training sessions offered to all new chapter officers and program managers held in early May.

MNJOTS – Minnesota June Officer Training Seminar for the Executive Council members.

PALS (People, Activities, Learning, Sharing) - program coordinated by the state secretary in which chapters are matched according to chapter size and population. They communicate with each other and share ideas.

Plan of Action – plans made by the president and the board of directors for the coming year.

Policies – define specific additional areas, not in the by-laws, under which the state organization and the local chapter operate.

Project of the Quarter – submitted by the local chapter on the district level at each quarterly meeting for informational and award purposes.

Single Project Entry – individual project entered for competition at state meetings (form filled out recording steps taken to complete the project).

State Staff – consists of state president, administrative vice president, membership vice president, chapter management vice president, internal vice president, external vice president, state treasurer, state secretary, extensions director, state parliamentarian, chairman of the board, executive director and presidential assistant.

Success System – chapter management program for chapters; method for chapters to measure the diversity of their membership, programming, and chapter administration.



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